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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Deputy Director (Administration)

DATE: 10 September 1954

FROM : Comptroller

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SUBJECT: Periodic Reporting on Jury Leave

1. There has been received your memorandum of 4 September 1954 under the above subject and suggesting the desirability of semi-annual reports, to be furnished the General Counsel's Office, of CIA employees who avail themselves of approved court leave to serve jury duty.

2. The problem has been considered by the Fiscal Division and coordinated with the Finance Division with thought given to those employees who are paid covertly by Finance and conceivably may serve as jurors. In view of the relatively few CIA individuals who serve in the capacity in the course of a year, it is considered that Finance and Fiscal Divisions can better maintain the record without the application of IBM punched cards. Both Divisions will maintain the respective records from Time and Attendance reports received for each bi-weekly pay period, Finance will furnish its reports to Fiscal after December and June of each year, and Fiscal will prepare and forward the consolidated reports to the General Counsel.



E. R. SAUNDERS

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